

Our Lady of the Assumption Pre-School



Parent and Student Handbook

2022-2023

Our Lady of the Assumption Preschool Administration Contacts:

ADMINISTRATION:

Administrator: rgonzalez@sbdiocese.org	Fr. Rogelio González	909-882-2931 X29
Principal/Director: pgodsy@sbdiocese.org	Mrs. Tish Godsy	909-881-2416
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Our Lady of the Assumption Preschool License #364843322

AFFILIATION:

Our Lady of the Assumption Preschool is an affiliate of Our Lady of the Assumption School. Its primary objective is to prepare children for the Kindergarten through 8th grade educational program of Our Lady of the Assumption School by providing a high quality early childhood program for young children and their families within a Catholic environment.

Our Lady of the Assumption Preschool is licensed by the California Department of Social Services. The policies of the preschool are in accordance with the policies of the Diocese of San Bernardino and Our Lady of the Assumption School.

PURPOSE:

Our Lady of the Assumption Preschool is committed to providing a caring, nurturing, creative, and respectful environment which teaches Christian morals and values, fosters a love for learning, and promotes academic excellence.

PHILOSOPHY:

The Catholic school community of Our Lady of the Assumption School strives to live Gospel values and to support and develop within our school community the pillars of our San Bernardino Diocese; Faith Sharing, Collaboration, Reconciliation, and Hospitality. Our goal is to share with our school community the Diocesan Vision of Hope and to engender within our students and families an enduring love of learning.

We hold that:

- * Every child is a child of God, individual and free.
- * Teachers function as mentors in the learning experiences of their students.
- * Parents and teachers have a shared and mutually supportive responsibility in the educational process of the children.

At Our Lady of the Assumption School, teaching is a ministry, inviting students to develop a personal relationship with God. We integrate elements of our Catholic faith into the entire learning process, provide regular opportunities for worship, promote community service learning, and we develop and implement opportunities for service. In the interest of social justice, our goal is to create an awareness of the needs and problems of the world community and our responsibilities for others in need. Finally, we endeavor to assist our students in developing the skills necessary to meet life's challenges as responsible citizens and followers of Christ.

We center our community in Christ, recognizing Him as the core of our being, and

acknowledging Him as the source of all Faith, Hope, and Love.

MISSION STATEMENT:

Our Lady of the Assumption School, an educational ministry of Our Lady of the Assumption Parish encompassing preschool through grade 8, is a community of believers that exists to pass on the values, teachings, and traditions of our Roman Catholic faith. Located in the northern area of San Bernardino, California, we serve our Parish as well as those located in the city of San Bernardino and the mountain and high desert Parishes. We also open our doors to the surrounding community and those of other faiths with the expectation that all families accept the mission and philosophy of Our Lady of the Assumption School.

Our school, commissioned in 1958, and originally staffed by the Sisters of Mercy, focuses on helping our students recognize and develop their individual gifts and talents so that they may reach their highest potential in all areas: spiritual, moral, academic, social, cultural, and physical. Beyond providing a rigorous Catholic education, we also offer a technologically rich learning experience for our students. We also instill in our students, with their multicultural backgrounds, a respect for life, an appreciation of all God's gifts, and a sense of personal responsibility towards the environment.

VISION:

OLA School will graduate "Leaders of Tomorrow" guided by faith and equipped with 21st century knowledge and skills for life-long success.

ADMISSION POLICY, NON-DISCRIMINATION CLAUSE, & REGISTRATION:

Admission to Our Lady of the Assumption Preschool is open to children ages 2.5-5 years of age. Children MUST be toilet trained and able to clean themselves prior to enrollment. Enrollment forms are available at the Preschool or School Office Monday through Friday from 8:00 a.m. to 4:00 p.m. Enrollment is limited. If classes are full, students will be placed on a waiting list if the parent requests.

In accordance with the policy set forth by the Diocese of San Bernardino, Our Lady of the Assumption Preschool admits students of any race, sex, color, national, and ethnic origin. The school does not discriminate on the basis of sex, race, color, national, or ethnic origin in administration of their educational policies, administrative policies, financial assistance, and athletic or other school administered programs.

The administration of Our Lady of the Assumption reserves the right to refuse registration or require a student to withdraw when parents are uncooperative in supporting school policies.

PRESCHOOL PROGRAM:

Our Lady of the Assumption Preschool offers a Catholic Christian educational environment that nurtures a positive self-image through open-minded, multi-sensory activities in a cooperative atmosphere that develops social skills and promotes an awareness and respect of others. The goal at Our Lady of the Assumption Preschool is to provide a developmentally appropriate preschool curriculum by providing 2.5, 3, 4, & 5-year-old children with opportunities to develop independence and problem-solving skills. In partnership with parents, the teaching staff strives to promote a Catholic-based, moral and value driven curriculum with a strong foundation in the knowledge and skills needed for school success.

PROGRAM DAYS AND HOURS OF OPERATION:

Our Lady of the Assumption Preschool is open from 7:30 am – 5:30pm, Monday through Friday

Half-Day Core Program: 7:30 am- 11:30am

School Day Core Program: 7:30 am – 5:30 pm

Classes meet: 5 day program (M-F)

Please Note: Our preschool will close for the day once all students have been picked up. A sign will be placed on the door indicating that the preschool has closed for the day.

ATTENDANCE:

The core program begins at 7:30 a.m. with curriculum beginning at 8:00a.m. Please notify the school by 8:00 a.m. when your child is absent for any reason. Please make every effort to bring your child on time so your child can integrate into the program easily and not miss important instructional time.

ARRIVAL & DISMISSAL:

A parent or authorized adult must bring the child to the classroom and stay until the teacher welcomes the student and conducts a brief health check of the child. The parent/guardian may then sign the child in and record the time of arrival using their full first and last legal name (no initials).

Only those persons authorized on the child's emergency card, will be permitted to pick up a child. No one under 18 years of age will be permitted to sign a child in or out – no exceptions!! Those who are not familiar to the staff will be asked to present identification. The authorized person will sign the child out and record the time of pick-up in the sign in/out log using their full first and last legal name (no initials). **Sign-out must be legible.**

It is important that every child be correctly signed in and out per licensing regulations. If a child is not properly signed in or out there will be a \$5.00 missing signature fee for every missing or incomplete signature.

Classroom schedule is posted in classroom

PARENT SUPPLY LIST:

Parents are asked to send their preschoolers with the following supplies

- 1 - Water color paint palette
- 2 - Liquid glue bottles (Elmer's, etc.)
- 1 - Glue stick
- 2 - Kleenex boxes
- 2 - Clorox wipes containers
- 1 - Oversized T-shirt (an old Daddy/Mommy T-shirt to be used as a smock)
- 1 - Disinfectant spray bottle (Lysol, etc.)
- School Day/Full Day children need to supply: one crib sheet and one small blanket for nap time.
- 1 - Package of Baby Wipes or flushable wipes

VISITATION & VOLUNTEERS:

Visitors are welcome with a n appointment, unless children become highly distracted or disruptive. All visitors must check in with the school office personnel, sign in, and receive a name badge upon arrival on the premises.

Volunteers are welcome; however, it is advisable to check with your child's teacher for a schedule ahead of time. Volunteering will not start until after the first 6 weeks of school. All volunteers **MUST BE LIVE-SCANNED, CLEARED, AND TB TESTED** for the Diocese of San Bernardino and Community Care Licensing. All parents must also complete a "VIRTUS/SAFE ENVIRONMENT" online course through the Diocese of San Bernardino. In addition, in order to interact the children, visiting adults need a doctor-issued good health form and proof of current measles/pertussis vaccination.

For the safety of all the children, siblings are NOT allowed to be brought onto school campus while you are volunteering. When volunteering in the school, you must be dressed appropriately. Cell phones **MUST** be turned off and not used during volunteer & visiting hours.

WITHDRAWAL:

A one month written notification is required when a child is withdrawn from the program. This applies to both Our Lady of the Assumption Preschool and the parents. A pro-rated tuition fee will be assessed if written notification is received.

If a two-week written notification is not received, the family will be responsible for the tuition for that month.

HEALTH POLICIES:

Verification of a recent physical exam, a current immunizations record, and a TB clearance is required. Each child must be immunized against diseases as required by the California Code of Regulations, Title 17, prior to admission to the preschool.

Children who are ill will not be permitted to stay at school. Parents must provide alternative childcare in these instances. Please note on your child's health record and inform the director and your child's teacher of any allergies or health concerns.

Our Lady of the Assumption school has a **"well-child" policy**. A daily health check is conducted when the child arrives at school. Being well enough to attend school means that a child is able to participate with other children in daily activities. This includes outside play. For the well-being and protection of all the children, the parent will be advised to remove the child from school when the following or other questionable symptoms are observed:

- Watery, inflamed or crusty eyes or eyelids
- Glazed appearance of the eyes
- Heavy nasal discharge
- Mucus that is NOT clear
- Listlessness or extreme fatigue
- Deep or persistent coughing
- Unusual irritability
- Rash
- Clammy appearance
- Unusual aggressiveness
- Fever
- Vomiting

Please notify the school if your child has contracted any of the following communicable diseases. A physician's statement may be required for re-admittance.

- Chicken Pox
- Scabies
- Impetigo
- Measles (Rubeola)
- Mumps
- Ringworm
- Strep Throat
- Pinworm
- Head Lice (Pediculosis)
- Pink Eye (Conjunctivitis)
- Scarlet Fever
- Fifth Disease (Slap Cheek)
- Hand, Foot and Mouth Disease
- German Measles (Rubella)

ILLNESS AND INJURY:

In the case of illness or injury, including dental emergencies, parents will be contacted. If the injury is minor, we will administer First Aid and inform you at the time of pick-up with an “ouch” report. In the event of a major injury or if a child becomes too ill to remain in school, we will notify you to pick up your child immediately. Paramedics will be called in the case of severe injuries. Injury reports are prepared for any accident occurring during the course of a child’s school day. Injuries above the shoulder will be reported to the parent by a telephone call. If a parent cannot be notified, persons listed on the emergency medical form will be contacted. Please sign any accident report pertaining to your child.

INCIDENTAL MEDICAL SERVICES POLICY:

The preschool staff is not permitted to provide or administer any medication. Parents may administer medication to their child at the school. No medication may be left at the preschool with the exception of an inhaler or Epi-pen. Completion of the physician-signed Incidental Medical Services (IMS) authorization form for the administration of the inhaler and/or Epi-pen is required. (See page 14 of this handbook.) If the physician indicates on the IMS form, parents may provide the preschool staff with the necessary training, including additional steps to follow in case of emergencies. Should an emergency occur, staff will follow the emergency procedures noted in the First Aid section of this Handbook. To ensure student needs are met, the entire staff will be trained. The preschool director will keep a written record that such training has occurred, noting date and time. Parents will be notified that when prescribed medication has been administered on the day of the occurrence.

EMERGENCY INFORMATION:

Parent emergency information is kept current and accessible in each child’s file and in the emergency directory.

DISASTER PREPAREDNESS:

Fire, earthquake, and disaster preparedness drills are conducted on a regular basis. The preschool is also equipped with disaster emergency kits.

EMERGENCY PROCEDURES:

In the event of a hazardous situation such as fire, flood, loss of utilities etc., which hampers the implementation of proper health and safety regulations, parents will be notified to pick up their children immediately. All closures are at the discretion of the principal and/or director.

In the event of a natural disaster, the faculty of Our Lady of the Assumption Preschool is prepared to care for the students. During this disaster period, all children will remain at the school until their parents or approved guardian come to pick them up. Nutritional food for a 48-hour period is kept as part of the school's Disaster Preparedness supplies.

DO NOT phone the school. Telephone lines must be kept available for emergency aid.

When the initial emergency has passed, and you can travel, come to the school to pick up your child. We will release a child only to those who have been authorized in writing on the child's emergency card. Children will be kept together until they are released to an authorized person. Your child **MUST** be signed out.

Remember....we will keep your child safe and comfortable.

If an emergency occurs outside school hours, please listen to local radio stations for instructions on school closures. As a rule, Our Lady of the Assumption will follow the same procedures as the public schools in the area.

FIRST AID:

All staff members are trained in all CPR First Aid procedures.

In the event of an emergency or serious injury, 911 will be called and parents notified immediately. If the injury warrants treatment, but not the urgency of a call to 911, parents will be notified. If the parent cannot be reached, the persons listed on the Emergency Medical form will be notified to act on your behalf.

In the event your child receives a scrape or cut, they will be instructed to wash the area and dry it. A Band-Aid will be applied, if needed.

If your child receives a bee sting, insect bite, or splinter, etc., by law we cannot remove it. The child will be instructed to do it themselves or you may be called. The area can be washed by your child and an ice pack can be applied. Staff members are not allowed to apply medications or ointments.

SAFETY PRECAUTIONS:

Toileting takes place under the supervision of a staff member. Under regulation, children are not allowed to use the bathroom unsupervised.

Cleaning Supplies are kept out of the reach of children.

Playground Rules are established for the safety of the children and must be followed in order to prevent injuries from happening. The playground gate **MUST** be kept closed at all times and handled by **ADULTS** only. Due to licensing restrictions, preschool equipment may only be used by children that are enrolled in our preschool during our hours of operation.

The Parking Lot can be a dangerous place. Please adhere to the parking lot speed limit and drive in the designated direction. Children should never be left unattended in the car. Please hold your child's hand while walking to and from the parking lot and to and from the classroom. Once your child has been signed out, they become your responsibility. Please keep them by your side in order to avoid unnecessary accidents. Children not enrolled in our school must remain with their adult at all times.

FOOD AND NUTRITION:

Snacks:

A nutritious snack is provided for the children each day in accordance with community care licensing requirements. In lieu of parents providing daily snacks for the class the teachers will collect donations and provide snacks for the students.

Lunch:

Any child staying for full day, or school day preschool must bring lunch from home in a lunch box with an ice pack. Preschool students eat at 11:30. A suggested box lunch from home would be ½ sandwich or protein item, a piece of fruit, a vegetable such as carrots or celery sticks and 1% milk, 100% fruit juice or bottled water. Carbonated drinks are prohibited. As required by licensing, teachers are not allowed to heat up children's lunches.

NAPTIME:

California state law mandates a rest and relaxation time for preschoolers staying after lunch. A Youth-size rest mat will be provided for all these children. Each child is to bring their own SMALL blanket and crib sheet with their name on it for naptime. Sheets and blankets are to be taken home for laundering at the end of each child's school week, and/or if soiled during the week. A \$10.00 fee will be charged to you if a clean sheet needs be provided to your child.

HOLIDAY AND BIRTHDAY CELEBRATIONS:

School parties are held on Halloween, Thanksgiving, Christmas, Valentine's Day and the last day of school. Sign-up sheets for parties will be posted. Birthdays are fun at school and will be celebrated. Parents may bring approved treats for their child's special day. Please coordinate this ahead of them with your child's teacher as allergies may need to be considered.

UNIFORM/ APPROPRIATE DRESS:

The uniform for preschool is the same as K-8th grade with the exception of liturgy wear. Preschool students are not required to have a liturgy uniform.

OLA Uniforms are purchased at The Uniform Store. To access the store visit olabruins.com click on current families and school uniforms. *We suggested having outerwear monogrammed.*

Boys Uniform Requirements

Hair- neatly trimmed and brushed. Length should be above the collar of the shirt and above the eyes. No unnatural or abstract hairstyles are allowed i.e. extensions, mohawks, designs or spikes. Piercings are NOT permitted. Bracelets and necklace are permitted when they are religious. Nails- No polish and neatly trimmed.

Regular uniform

- OLA long sleeve or short sleeve polo White, or Blue
- khaki or navy boys flat front twill pants or shorts.
- jackets and sweatshirts MUST be from the OLA uniform store.
- white socks

PE uniform

- OLA PE short sleeve or long sleeve t-shirt
- navy OLA sweatpants or navy basketball shorts
- OLA Crewneck or hoodie sweatshirt
- white socks

Girls Uniform Requirements

Hair- neatly brushed/combed and out of eyes. No unnatural or abstract styles (i.e., streaks, dyes, extensions, etc.) *Jewelry* - post one set of earrings may not extend below the bottom of the earlobe. No other piercings are permitted. Bracelets and necklace are permitted when they are religious. Nails- no acrylic nails or dark polish is allowed.

Regular uniform

- OLA long sleeve or short sleeve polo White, or Blue
- khaki or navy flat front twill pants or shorts.
- PK-5 plaid V Neck jumper
- PK-5 navy or khaki bow pocket scooter
- PK-8 plaid 2 pleat skirt
- white socks
- jackets and sweatshirts MUST be from the OLA uniform store.

EXTRA CLOTHING:

Please send an extra set of clothing to be kept at school, marked with your child's name, in a plastic zip lock bag in case of an accident. This should include a shirt/top, pants, socks, and underwear. Please keep the clothes current to the child's growth and weather changes.

BACKPACKS:

Backpacks are not required. Each student will be given a folder for parent notices. IT IS VERY IMPORTANT TO CHECK YOUR CHILD'S FOLDER AND RETURN IT DAILY.

STAFF DEVELOPMENT:

In an effort to maintain a competent and professional staff, Our Lady of the Assumption Preschool requires teachers, assistants, and administration to continue instruction and training in the following areas:

- Early Childhood Education and Child Development
- Parent/Teacher relationships
- Medical and emergency preparedness
- Spirituality and personal growth.

CHILDREN'S AND PARENT'S RIGHTS

Under the California Child Abuse Reporting Law, staff and administrators who work with your child and family are mandated by law to report any suspicion of child abuse or neglect.

EXPECTATIONS FOR PARENTS

- To support the school philosophy, mission statement, and uphold school policies and procedures
- To be a partner with the teachers and administration in the education of your child
- To communicate fully in order that we may best serve your children
- To ensure children are consistently present except when ill or experiencing a family emergency
- To maintain the overall health of the child by providing nutritious meals, snacks, and reasonable bedtimes
- To attend parent/teacher conferences
- To share your gifts and talents with the school community and attend meetings and special events of the school

COMPLAINTS, CONCILIATION, DISPUTE RESOLUTION PROCESS:

Before allowing differences to become actual grievances, every effort shall be made to resolve disputes through discussions between parties involved. Our formal grievance procedure can be found in the Diocese of San Bernardino's Policy Handbook, section 2220, located in the school office.

PLACEMENT PROCESS:

Children must be 2.5 years of age by their first day of preschool.

Classroom placement will be made in accordance with the child's age, whole development – social, emotional, intellectual, physical, and adaptive.

Children are not promoted in any pre-determined sequence. Year-to-year, the make-up of any specific classroom will vary based on the developmental ages of that year's enrollment.

Parents will be consulted in the event that a child's placement needs to be reviewed. The Preschool Director will make the final decision as to the child's appropriate placement.

It is our goal that all children who are preparing for Kindergarten and meet the age requirement are placed in the 4 year old classroom.

PARENT/TEACHER CONFERENCES:

Parent/teacher conferences are scheduled at a parents or teachers request at a designated time or as needed. Children should not be present during the conferences.

DISCIPLINE POLICY:

Our goal is to teach and guide children to be responsible for themselves and their environment and to help them develop control of their behavior as they grow and develop. In order to facilitate this for our students, we have several forms of guidance which include an environment designed for children, age appropriate rules, an appropriate curriculum, positive behavior, redirection, positive reinforcement and renewal time.

Corporal punishment is prohibited at all times.

If a child is continuously displaying chronic disruptive behavior, is interfering with the social, mental, or physical well-being of another child, and/or is causing any harm to other children or a staff member, the issue will be addressed in a meeting with the director and parents. If that initial plan fails, another attempt will be made to assist the child and their family. If all efforts have failed, the child will be suspended from the program. Suspensions from the program may vary from a few hours to an indefinite period.

FIELD TRIP DESTINATIONS:

Occasionally, students may take a field trip. The following areas are considered field trip destinations:

- 1. Our Lady of the Assumption Church**
- 2. Our Lady of the Assumption School Office**
- 3. Our Lady of the Assumption School Library**
- 4. Our Lady of the Assumption School Classrooms**
- 5. Our Lady of the Assumption School Computer Lab**
- 6. Our Lady of the Assumption Parish Hall**
- 7. Our Lady of the Assumption Lunch Arbor / Blacktop Area**
- 8. Our Lady of the Assumption Sand Playground Area**
- 9. Our Lady of the Assumption Grass Area**

Should an off-campus field trip destination be chosen, parents will receive a permission slip giving their children permission to attend. If permission is not received in writing, preschool students will not be allowed to participate. All preschool students must also have an accompanying parent/guardian over the age of 18 to escort them on field trip destinations outside of the immediate OLA School area.

Incidental Medical Services Form
(This form must be renewed each school year.)

Our Lady of the Assumption Preschool, #364843322, agrees to administer only an inhaler and/or Epi-pen depending on the information provided below. Parents will be notified by preschool staff the time and amount of medication given, and a log of the time and amount of medication given will be retained on-site. If physician indicates medication can be safely administered by lay persons and that OLA Staff can be trained in the proper method of administering the medication (parents are acceptable trainers if designated as such by the physician as noted below), the entire OLA Preschool Staff will be included in the training to ensure student needs are met.

To be completed by parent (for all medications):

Name of student: _____ Date of Birth: _____

Name of medication	Dose	Time(s) to be given
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I request that my child, named above, be assisted in taking the prescribed medication at school by authorized persons. I agree to comply with the school's policies and procedures. In addition to this completed form, I have provided a copy of the prescription and the medication in its original container and labeled by the physician.

Date	Daytime phone number	Parent/guardian signature
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To be completed by a licensed physician for inhaler/Epi-pen:

Name of medication	Purpose of medication
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Description of Service needed / Method of administering medication

Can this be safely administered by a lay person? **(Please circle):** Yes / No

Can parent/guardian train OLA Preschool Staff to administer required medication? **(Please circle):** Yes / No

Date prescribed	Dosage	Frequency	Duration
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In the following area, please note precautions, potential side effects, expected protocol / special instructions, comments:

The student named above, for whom this medication is prescribed, is under my care.

Print name of physician

Signature of physician

Date

Telephone number

**Verification of Awareness / Compliance with the
OLA Preschool Handbook**

We, _____ (parent(s)/guardian(s)) have read and understand the policies set forth in the Our Lady of the Assumption Preschool Handbook. We understand that we are expected and required to abide by the policies and regulations stated therein. We are also aware that failure to do so may result in disciplinary procedures and/or termination of our enrollment at Our Lady of the Assumption Preschool.

Whereas Our Lady of the Assumption School retains the right to amend this handbook, please note that parents/guardians will be given prompt notification of the necessary changes.

Parent/Guardian signature: _____

Signed this _____ day of the month of _____, in the
year _____.

**“Thank you for choosing Our Lady of the
Assumption Catholic Preschool!”**

“Sharing Christ Today With the Littlest Leaders of Tomorrow!”

